

**TOWN OF AMHERST, MASSACHUSETTS
APPLICATION FOR RESERVATION OF THE GRASS OR PAVED
AREAS OF THE TOWN COMMON OR TOWN WAY**

Information contained on this form is public information

Name of Sponsoring Organization: _____

Address of Sponsoring Organization:

Phone # _____

Reservation Requested by: _____

Title: _____

Address: _____

Phone # _____ **Email** _____

Motor Vehicle Driver's License Number _____ **State** _____

Specific Location Requested (north or south common): _____

Alternate Location: _____

Description of Activity (Please be Specific): _____

Parades or road races require separate application and approval by the Police Chief.

Set-up Date: _____
Date Time Begin – Time End

Event Date/Hours:

Date Time Begin – Time End

Date Time Begin – Time End

Date Time Begin – Time End

Clean-up Date: _____
Date Time Begin – Time End

CONTINUE ON BACK

ADDITIONAL INFORMATION

1. List of responsible individuals and times they will be in charge:

2. What is your plan for clean-up of the area immediately upon conclusion of event?

3. Number of people anticipated in connection with the event (please check one):

Less than 75 _____ Greater than 75 _____

(Temporary bathroom facilities may be required) Effective July 1, 2007 any event 75 or more people anticipated will require police officers and you have to contact the Police Department to complete an "outside work detail" form and you must pre-pay:

4. Will food be served? Yes / No
(please circle one)

5. Electricity Required? Yes / No
(please circle one)

(Please refer to Section 6 of the Rules and Orders Regulating the Use of the Town Common and/or Paved Areas regarding the use of electricity.)

6. Do you intend to erect a tent or shelter?

Yes / No (please circle one)

In addition, the applicant agrees that the use of sound equipment will be reduced or eliminated upon the request of the Amherst Police Department.

OFFICE USE ONLY

Date/Time Received _____

Reservation # _____

Date Reservation Confirmed _____

APPROVED _____

SUPERINTENDENT OF PUBLIC WORKS DATE

APPROVED _____

POLICE CHIEF DATE

I have read the attached *Rules & Orders Regulating the Town Common* and agree to abide by them.

X _____
Applicant Signature

Confirmation letter _____

cc: Selectboard _____
Health _____
Inspections/Electrical _____
Chamber _____
Police _____

Vehicles are PROHIBITED on the Common without prior permission from the Department of Public Works.

TOWN COMMON RESERVATION CHECKLIST

	PROCEDURE
	<ul style="list-style-type: none"> • Reserve date with the Department of Public Works, 259-3050. • Complete Common Reservation Form and return to the Superintendent of Public Works, 586 South Pleasant Street, Amherst, MA for processing. • Include letter to Select Board if requesting street closing or parking restrictions. (See below.)
	<i>Secure permits, if appropriate, for event as follows:</i>
	Police Detail:
	<ul style="list-style-type: none"> • Police Department – 259-3000 • Police details required for events with 75 or more attendees anticipated. • Before issuance of permit any police details must be paid for in full
	Food:
	<ul style="list-style-type: none"> • Health Sanitarian 259-3077 • Permits – a minimum of two weeks prior to event, secure any permits required for food handling, food sales, etc.
	Bathroom Facilities (temporary):
	<ul style="list-style-type: none"> • Health Sanitarian 259-3077 • A minimum of two weeks prior to event, contact Health Sanitarian to determine number of facilities required. • Pay inspection fee.
	Electrical Usage:
	<ul style="list-style-type: none"> • Amherst Department of Public Works 259-3050 X-0 • A usage fee must be paid in full prior to the event.
	<ul style="list-style-type: none"> • Electrical Inspector 259-3030 • Permits – a minimum of two weeks prior to event, secure any permits required for electrical wiring, etc.
	Tents or Staging
	<ul style="list-style-type: none"> • Inspection Services – 259-3030 • A minimum of three weeks prior to the event, contact Inspection Services to determine if inspection and a permit is required for a tent or temporary staging. • If erecting a tent or temporary staging, contact “Dig Safe” at 1-888-344-7233.
	Street Closings and/or Parking Restrictions
	<ul style="list-style-type: none"> • If you are requesting special consideration for a street closing or parking restrictions, you must put your request in writing to the Select Board, 4 Boltwood Avenue, Amherst, MA 01002, or selectboard@amherstma.gov, a minimum of four weeks prior to your event. The Select Board will need to vote on the request at one of their regularly scheduled meetings.

RULES AND ORDERS REGULATING THE USE OF THE TOWN COMMON AND/OR PAVED AREAS

Section 1 General Policies

Permission for use of Common space may be granted to groups or private individuals. Approval of a display or event does not imply endorsement by the Select Board or the Town. Permission will be granted for events held during daylight hours, special requests for evening operation will be considered individually.

Wires, equipment, signs, tents or other structures, or any other miscellaneous items, etc., will not be hung from trees.

Temporary displays or structures may require approval by the Building Commissioner. Food sales may require obtaining a permit from the Town's Board of Health.

Section 2 General Usage Policy

The Common is a public area for use by the public. A permit to reserve the Common does not allow the permit holder to prevent anyone from entering onto the Common space. A fee shall not be required for anyone to enter the Common. Individuals or for-profit businesses/organizations may not hold events which are for the purpose of profit. The Town may require an organization to present a copy of their non-profit status as approved by the Federal Government or the Commonwealth.

The Common has been divided into two separate areas; the North Common and South Common. The North Common is the area located between the Spring Street and Main Street. The South Common is located between Spring Street and Route 9.

These two areas are treated separately. Reserving one area does not reserve the other. If one of the areas is reserved and another group wishes to use that reserved area during the same time, all subsequent groups must obtain permission from the first group before a permit will be issued.

Section 3 Application for Use of the Common and/or Paved Area

3.1 Applications will be available from the Department of Public Works and may include, but not necessarily be limited to, the following information:

- Name of group or individual;
- Contact person(s) and phone number(s);
- **For events only:** The applicant must designate a person or persons responsible for the event who will be at the Common during the entire event. If several people will take shifts, these people and their times must be noted on the application form.
- Nature and purpose of display or event;
- Date(s) desired;
- Area of Common (i.e., North, South or all, and/or paved area)
- Time(s) of operation;
- Clean-up plan.

3.2 Applications for the Paved Area will be made separately and must also be approved by the Department of Public Works and the Chief of Police.

Section 4 **Prohibited Practices**

- 4.1 In accordance with Town By-laws, absolutely no alcoholic beverages will be allowed to be served or consumed on either the Common or the Paved Areas.
- 4.2 Use of the Common by private groups or private individuals for private gain is not allowed.
- 4.3 Charging of admission is not allowed. Access to any and all parts of the Common cannot be denied to any citizen except in the case of fees paid for carnival rides, if all or a portion of that fee goes to a charitable or non-profit entity.

Section 5 **Clean-up Fee**

If the Town's Department of Public Works is needed to restore any portion of the reserved area to the condition prior to usage, the individual or organization responsible will be billed for these services.

Section 6 **Usage of Electricity**

There will be a \$50.00 fee per day; per box for electrical usage. Please notify Public Works at least two weeks prior to event to arrange for the electricity to be unlocked for the dates of your event. We will send an invoice to you once we know what is needed. These amounts will be billed to the individual or organization by the Town.

Section 7 **Public Ways**

"A public meeting, parade or other event may be held on any town common or town way on reservation therefore first being secured from the town manager who shall issue it unless the meeting, parade or other event would conflict with another already so reserved, or unless the parade would so interfere with the vehicular traffic as to present a safety hazard. In the latter event, the town manager shall design an alternative parade route which shall adequately achieve the purposes of the paraders. Nothing herein shall prevent a nominee for elective governmental office speaking to any group, or an informal, spontaneous gathering of less than 75 persons, on any town common, without such reservation, if such activity does not interfere with another event already in progress or previously so reserved. Failure to obtain a reservation for a parade shall be punishable by a fine of not over \$50.00."¹

Section 8 **Indemnification**

The Town will be held harmless from any and all claims, suits, causes of action, judgments and demands of any nature made or obtained by third parties which result from activities or actions of the Town of Amherst, its agents or servants under this permit and if judgment is entered against the Town of Amherst, said judgment will be paid by said applicant together with all interest thereon.

The Town reserves the right to review and approve/disapprove each application on a case-by-case basis and to disallow any activity that it may deem as inappropriate with the intended use and purpose of the Town Common, or which may cause harm to the inhabitants of the Town.

Section 9 **Effective Date**

These rules and orders shall become effective August 1, 1993.

¹ Article 3, Section 7 Parades & Public Meetings, Town of Amherst By-laws

USE OF THE TOWN COMMON ORGANIZATIONAL RESPONSIBILITIES

1. TRASH COLLECTION & DISPOSAL

It is the responsibility of any organization that reserves the use of the Town Common (grass or paved areas) to insure that all refuse generated by the event is collected and disposed of properly by the organization.

The Town of Amherst will provide 50 gallon trash containers and place them on the Common prior to the event to facilitate the collection of garbage during the event. The organization sponsoring the event is responsible for providing its own recycling containers. All recyclables must be separated and appropriately recycled. The trash and the recyclables must be removed by the organization sponsoring the event from these containers and disposed of/recycled properly. The DPW will remove the empty containers the first workday following the event. The organization sponsoring the event is responsible for removing its recycling containers at the end of the event. If the Town must clean up or dispose of any trash or recyclables generated by the event, the organization sponsoring the event will be charged fees for labor, equipment and disposal.

2. GUIDELINES FOR BATHROOM FACILITIES AT PUBLIC EVENTS

The guidelines for bathroom facilities at public events are as follows:

1. For every two-hundred (200) females, you should have one (1) toilet facility.
2. For every five-hundred (500) males, you should have one (1) toilet facility.

The number of bathroom facilities required, as stated above depends on the number of people expected to attend a particular event. In the past, events on the Amherst Common have had a total of seven (7) facilities, of which two (2) were handicap accessible. Each bathroom facility is required to have a hand washing sink. In addition, there must be two (2) hand washing sinks in the area independent of those required in the bathroom facilities.

3. SALE OF FOOD AT EVENTS

Food sales may require obtaining a permit from the Town's Sanitarian. Please contact the Inspections Services Department (259-3030) to determine whether or not a permit is required and for the regulations regarding "Mobile and Temporary" service. The cost of any food permits will be the responsibility of the applicant.